



**Town of Arlington, Massachusetts**  
730 Massachusetts Ave., Arlington, MA 02476  
Phone: 781-316-3000

**webmaster@town.arlington.ma.us**

## **ITAC Meeting Minutes 12/19/2013**

### **ITAC Meeting Minutes**

**Thursday, 12/19/13 6:00pm**

Location : Town Hall Annex 2nd floor Conference Room

#### **Attendance:**

David Good, Chair  
Kevin Koch  
Paul Bayer  
Joan Roman

#### **1. Town Website presentation by Joan Roman.**

Joan discussed the following points regarding website :

- a. document migration about 13,000 pages.
- b. roll out could be February
- c. Roles and permission training
- d. CMS being tested/exercise
- e. migrate 10% of Agendas and Minutes
- f. Mike Bouton is a super user
- g..Eileen is doing the e-mail Alerts

#### **2. Strategic Plan Update**

send updated strategic plan and feedback to full committee

#### **3 . CTO updates:**

- a. Town Network assessment is completed and copy sent to committee.
- b. Online Payment Project Update- awaiting vendor reply
- c. "Bill Printing and Mailing RFP-conversion in progress.
- c. Town Network Assessment Completed
- d. Ottoson IPAD Pilot - carts have been delivered and machines have been configured.
- e. VOIP Inventory in progress.

#### **4. Electronic Voting Update**

- a. Eric Helmuth postponed until 01/17/2014.

#### **6. Public Participation - none**

#### **7. Next meeting Scheduled for January 17,2014**

#### **8. Meeting adjourned**